

Fort Irwin Installation Drug Testing Program	OPR: Director of Human Resources						
Reference: Department of the Army Regulation 600-85 dated 2 Feb 09 Army Substance Abuse Program	Army Substance Abuse Program 760-380-4034/4153						
<p>Procedure:</p> <ul style="list-style-type: none"> • If a battalion/squadron commander wants to conduct a drug test of his or her unit, the commander will call the Installation Drug Testing Coordinator (IDTC) at 380-4034. • The IDTC will provide the commander with the necessary drug testing supplies and a time for the Unit Prevention Leader (UPL) to conduct a turn in of the collected urine samples. • The IDTC is located in building #573, Room #122, Fort Irwin, California. <p>Operating Hours:</p> <p>a. Hours scheduled for turn-in of specimens are:</p> <table> <tr> <td>Monday</td><td>1300 – 1600 hours (Closed Morning for Staff Meeting)</td></tr> <tr> <td>Tuesday thru Thursday</td><td>0930 – 1100 and 1300 – 1530 hours</td></tr> <tr> <td>Friday</td><td>0930 – 1100 and 1300 – 1600 hours</td></tr> </table> <p>b. All UPLS will schedule an appointment with the IDTC at least 24 hours prior to turn-in. Time allocated for shipment of specimens is 1530 hours.</p> <ul style="list-style-type: none"> • The UPL will bring the samples to building 573 at the time provided to the commander. • The IDTC and UPL will conduct a quality control of the samples to ensure all the tests will be processed at the Forensic Toxicology Drug Testing Lab(FTDTL) at Tripler Army Hospital, Hawaii. <p>Procedures for Turn-In:</p> <p>a. Pre-Turn in Procedures:</p> <ol style="list-style-type: none"> 1. UPLS's will ensure prior to their arrival at the Installation Drug Testing Collection Point (IDTCP): <ul style="list-style-type: none"> • All certificates of correction have been completed and signed by the UPLS. • All boxes have been properly marked with the appropriate batch number on the inside and outside of each box. • The chain of custody on the DD Form 2624 has been completed in blue ink. <p>b. Turn In Procedures:</p> <ul style="list-style-type: none"> • UPLSs will have all required documentation upon arrival to the IDTCP (DD Form 2624, Unit Ledgers, labeled specimen bottles and certificates of correction (if applicable)). 		Monday	1300 – 1600 hours (Closed Morning for Staff Meeting)	Tuesday thru Thursday	0930 – 1100 and 1300 – 1530 hours	Friday	0930 – 1100 and 1300 – 1600 hours
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- UPLSs will open all boxes and place them in order (if more than one box is being submitted) and place the DD Form 2624 on top of each box.
 - Once all boxes have been cleared for shipment, UPLSs will begin the packaging process.
- c. Post Collection Procedures.
1. Rejected Specimens.
- UPLSs will be notified of all specimens being rejected for turn-in. It is the responsibility of the UPLS to ensure that all documentation has been corrected to reflect that a specimen is being rejected and for what reason.
 - The UPL is responsible for discarding any specimen(s) that have been rejected by the IDTC. UPLSs will not be released until all specimens have been properly discarded IAW all applicable SOP's.

Notification of Drug Test Results:

- a. Commanders will be notified of all results (Negative, Positive, etc.) upon receipt by the IDTC from the FTDTL. Results will be sent via email using the following formats.
- For batches that have no positives, the email will state: "Results from Document #0001 on the UA conducted on 20090420 have all been reported back as negative."
 - For batches that have positive results, the email will state: "Results from Document #0001 on the UA conducted on 20090420 had 2 positives – Specimen #002 and Specimen #011. All other specimens were reported back as negative."
 - Multiple batches that all have negative results will be stated and listed accordingly: "The following Document #'s for the UA that was conducted on 20090420 have been reported back as negative."

Document #0001
Document #0002

- Multiple batches that have both negative and positive results will be stated and listed accordingly:

"The following Document #'s for the UA that was conducted on 20090420 are being reported as follows:"

Document #0001	Collected: 20090420	All Negative
Document #0002	Collected: 20090420	4 Positives – Specimen #001, #005, #009, #012.
All other specimens are negative.		
Document #0003	Collected: 20090420	All Negative